

# Agenda

## Tendering Committee

**Date:** Wednesday, 3 August 2022

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**Time:** 09:15

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**Format:** Clyde Room, Clydebank Town Hall,  
Dumbarton Road, Clydebank

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**Contact:** Scott Kelly, Committee Officer  
Tel: 01389 737220 [scott.kelly@west-dunbarton.gov.uk](mailto:scott.kelly@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of the **Tendering Committee** as detailed above.

The business is shown on the attached agenda.

Yours faithfully

**PETER HESSETT**

Chief Executive

**Distribution:**

Councillor John Millar (Chair)  
Councillor Diane Docherty  
Councillor Craig Edward  
Councillor David McBride  
Councillor Jonathan McColl  
Councillor James McElhill  
Councillor June McKay (Vice Chair)  
Councillor Hazel Sorrell

All other Councillors for information

Chief Officer – Supply, Distribution and Property  
Chief Officer – Regulatory and Regeneration

Date of Issue: 21 July 2022

**TENDERING COMMITTEE**  
**WEDNESDAY, 3 AUGUST 2022**

**AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

**3 MINUTES OF PREVIOUS MEETING 5 – 16**

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 8 June 2022.

**4 OPEN FORUM**

The Committee is asked to note that no open forum questions have been submitted by members of the public.

**5 CONTRACT AUTHORISATION REPORT – MEASURED TERM 17 – 21  
CONTRACT FOR LIFT EQUIPMENT**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Manager of Legal Services, Regulatory and Regeneration to conclude the award of the Measured Term Contract for Lift Equipment.

**6 CONTRACT AUTHORISATION REPORT – PROVISION OF 23 – 25  
SERVER MAINTENANCE RENEWAL**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Manager of Legal Services, Regulatory and Regeneration to conclude the award of the contract for the Provision of Server Maintenance Renewal.



**TENDERING COMMITTEE**

At a Hybrid Meeting of the Tendering Committee held in the Civic Space, 16 Church Street, Dumbarton on Wednesday, 8 June 2022 at 9.20 a.m.

**Present:** Councillors Diane Docherty, Craig Edward, David McBride, Jonathan McColl, James McElhill, June McKay, John Millar and Hazel Sorrell.

**Attending:** Angela Wilson, Chief Officer – Supply, Distribution and Property; Laurence Slavin, Chief Officer – Resources; Annabel Travers, Procurement Manager; Laura Adams and Angus Cameron, Business Partners – Strategic Procurement; Martin Feeney, Building Services Manager; Alistair Norris, Capital Projects Manager; James Gallacher, ICT Section Head; Brian Miller, Section Head, ICT Infrastructure; Andrew Brown, Senior Education Officer – Policy, Performance & Resources; Susan Mullin, Transport Co-ordinator; and Scott Kelly, Committee Officer.

**Councillor John Millar in the Chair**

**DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda.

**RECORDING OF VOTES**

The Committee agreed that all votes taken during the meeting would be carried out by roll call vote to ensure an accurate record.

**OPEN FORUM**

The Committee noted that no open forum questions had been submitted by members of the public.

## **CONTRACT AUTHORISATION REPORT – SPECIALIST ROOFING (FLAT ROOFING AND METAL ROOFING)**

With reference to the Minutes of Meeting of the Tendering Committee held on 20 April 2022, submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Specialist Roofing (Flat Roofing and Metal Roofing).

After discussion and having heard Mr Cameron, Business Partner – Strategic Procurement, and the Procurement Manager in further explanation of the report and in answer to a Member's questions, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for Specialist Roofing (Flat Roofing and Metal Roofing) to Hugh L S McConnell Limited; and
- (2) to note: (i) that the contract shall be for a period of two years at a budget of £2,000,000 with two 12 month options to extend at a budget of £4,000,000 ex VAT; and (ii) that the estimated commencement date of the contract was 30 June 2022.

## **CONTRACT AUTHORISATION REPORT – MICROSOFT LICENSES FOR EDUCATION ICT ESTATE**

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Microsoft Licenses for Education ICT Estate.

Having heard Mr Cameron, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for Microsoft Licenses for Education ICT Estate to Insight Direct (UK) Ltd; and
- (2) to note: (i) that the contract shall be for a maximum period of 12 months and at a value of £62,814 ex VAT; and (ii) that the estimated commencement date of the contract was 1 July 2022.

## **CONTRACT AUTHORISATION REPORT – CITRIX NETSCALER LICENSES**

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Citrix Netscaler Licenses.

Having heard Mr Cameron, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for Citrix Netscaler Licenses to Boxxe Limited; and
- (2) to note: (i) that the contract shall be for a maximum period of 12 months and at a value of £199,025 ex VAT; and (ii) that the estimated commencement date of the contract was 1 July 2022.

### **CONTRACT AUTHORISATION REPORT – ICT DEVICE REPLACEMENT FOR CORPORATE AND EDUCATION**

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of contracts for replacement of ICT Devices.

Having heard Mr Cameron, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contracts to the following Scottish Government ICT framework agreement (FA) suppliers:

FA Name	Supplier Name	Estimated Total Cost 2022/23
Web Based and Proprietary Devices (Tablets)	XMA Limited	£395,479.41
Desktop Client Devices (PCs and Monitors)	HP Inc. UK Ltd	£496,531.97

and;

- (2) to retrospectively approve the device replacement purchases for Corporate and Education establishments for late summer delivery, it being noted that approval had been sought due to current global supply chain shortages which create an extended lead-time for delivery.

### **CONTRACT AUTHORISATION REPORT – STORAGE ARRAY NETWORK REPLACEMENT**

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Storage Array Network (SAN) Replacement.

Having heard Mr Cameron, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for SAN Replacement to Insight Direct (UK) Ltd; and
- (2) to note: (i) that the contract shall be for a period of five years and at a value of £128,892.72 ex VAT; and (ii) that estimated commencement date of the contract was 1 July 2022.

Note: Councillor Edward left the meeting at this point.

### **CONTRACT AUTHORISATION REPORT – PROVISION OF ONLINE PAYMENT SYSTEMS AND CASHLESS CATERING SYSTEMS**

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Provision of Online Payment Systems and Cashless Catering Systems.

Having heard Ms Adams, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for Online Payment Systems and Cashless Catering Systems to ParentPay Ltd, Number 3, Siskin Drive, Coventry; and
- (2) to note: (i) that the contract shall be for a period of two years with the option of two 12 month extensions at a value of £32,500 ex VAT over two years and £65,000 ex VAT should the contract be extended; and (ii) that the estimated commencement date of the contract was 1 July 2022.

Note: Councillor McElhill left the meeting at this point.

### **CONTRACT AUTHORISATION REPORT – SCHOOL TRANSPORT SESSION 2022/23**

A report was submitted by the Chief Education Officer seeking approval to authorise the Chief Education Officer, in liaison with Strathclyde Partnership for Transport (SPT), to conclude and award contracts for mainstream school transport from August 2022 up to the end of school session 2024/25.

After discussion and having heard the Transport Co-ordinator in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Chief Education Officer, in liaison with SPT, to conclude, on behalf of the Council, the award of the provision of mainstream school transport contracts from August 2022 as detailed in Appendix 1 to the report;



- (2) to note that the contracts shall be for a maximum period of three years and at the cumulative value of £451,568 per annum ex VAT;
- (3) to note the Chief Education Officer, in liaison with SPT, will award any further contracts during school term 2022/23 for contracts not exceeding £50,000; and
- (4) to request that the Chief Education Officer provides a briefing to Elected Members, as part of the normal cycle of briefings, giving detail on the continued need for so many bus contracts in light of the implementation of free bus travel for children and young people.

### **CONTRACT AUTHORISATION REPORT – SUBCONTRACTORS AND SPECIALIST CONTRACTORS FOR BUILDING SERVICES**

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of:-

- (a) contracts utilising identified collaborative Scotland Excel (SXL) and Scottish Procurement Alliance (SPA) framework agreements (FA);
- (b) the FA for Subcontractors and Specialist Contractors; and
- (c) contracts exceeding £50,000 in value, utilising the FA for Subcontractors and Specialist Contractors.

After discussion and having heard the Ms Adams, Business Partner – Strategic Procurement, and the Building Services Manager in further explanation of the report, the Committee agreed:-

- (1) the contract for Asbestos Surveys utilising the SXL FA for Asbestos Related Works and Services to Environtec Ltd, Hamilton, it being noted: (i) that the contract shall be for a period of two years at a budget value of £192,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget value being £384,000 ex VAT; and (ii) that the estimated commencement date of the contract was 9 August 2022;
- (2) the contract for Modern Facilities Installations and Improvements utilising the SPA FA for Whole House Refurbishment and Associated Works to Everwarm Ltd, Bathgate, it being noted: (i) that the contract shall be for a period of two years at a budget of £1,525,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £3,050,000 ex VAT; and (ii) that the estimated commencement date of the contract was 9 August 2022;

- (3) the contract for Internal Window Finishes utilising the SXL FA for Domestic Furniture and Furnishings to GavHas Services, East Kilbride, Glasgow, it being noted: (i) that the contract shall be for a period of two years at a budget of £77,500 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £155,000 ex VAT; and that the estimated commencement date of the contract was 9 August 2022;
- (4) the contract for UPVC Windows & Doors and Improvements utilising the SPA FA for Whole House Refurbishment and Associated Works to Sidey Ltd, Perth, it being noted: (i) that the contract shall be for a period of two years at a budget of £1,400,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £2,800,000 ex VAT; and (ii) that the estimated commencement date of the contract was 9 August 2022;
- (5) (i) to note that the FA for Subcontractors and Specialist Contractors shall be for a period of two years at a budget of £10,146,500 ex VAT with the option to extend the period by another two one-year periods with the four year budget value being £20,293,000 ex VAT; and that the FA shall be awarded to the following Contractors with the estimated commencement date of 9 August 2022;

Lot	Lot Description	Two Year Budget	Four Year Budget	Contractors
1	Landscaping Including the Provision of Resin Paths	£1,550,000	£3,100,000	<ul style="list-style-type: none"> <li>• Complete Paving Requirement (Scotland), Milburn Roads Depot, Main Street, Renton, G82 4PZ</li> <li>• DAS Contracts, 14-16 Levenbank Road, G83 8BZ</li> </ul>
2	Flooring	£165,000	£330,000	<ul style="list-style-type: none"> <li>• Kirkton Flooring Limited, Unit 11, Grange Rd, Livingston EH54 5DE</li> <li>• FirstPoint Contract Flooring Ltd, Broomfield Avex, Glasgow, G77 5JP</li> </ul>
3	Metal Fabrications	£97,500	£195,000	<ul style="list-style-type: none"> <li>• City Gate Construction (Scotland) Ltd, Unit 3, Imperial Park, West Avenue, Linwood, Paisley, PA1 2FB</li> </ul>
4	Scaffolding	£1,150,000	£2,300,000	<ul style="list-style-type: none"> <li>• Clyde Scaffolding Ltd, 20/A Garrell Road, Kilsyth, Glasgow, G65 9JX</li> </ul>

8	Plumbing	£150,000	£300,000	<ul style="list-style-type: none"> <li>John Doherty Plumbing and Heating, Unit 4, Station Rd, Old Kilpatrick, G60 5LP</li> </ul>
9	Small Jobs	£650,000	£1,300,000	Multi Trades <ul style="list-style-type: none"> <li>MP Group UK Ltd, Glasgow</li> <li>CRD Property Renovations and Reinstatements Ltd, Glasgow</li> <li>City Gate Construction (Scotland) Ltd, Paisley</li> <li>John Doherty &amp; Co Ltd, Old Kilpatrick</li> </ul>
10	Asbestos Removals	£384,000	£768,000	<ul style="list-style-type: none"> <li>Enviraz (Scotland) Ltd 25 Kelvin Ave, Hillington, G52 4LT</li> <li>Erith Contractors Ltd, Queen Street Kent, DA8 1RP</li> </ul>
11	External Building Fabric Upgrade Works	£6,000,000	£12,000,000	<ul style="list-style-type: none"> <li>Ailsa Building Contractors Ltd, Dundyvan Road, Coatbridge, ML5 4AU</li> <li>Hugh LS McConnell Ltd, Inkerman PL, Kilmarnock, KA1 2RL</li> <li>MP Group UK Ltd, Drumoyne Road, Glasgow G51 4DX</li> <li>Procast Building Contractors Ltd, Alness Street, Hamilton, ML3 6RU</li> </ul>

- (6) the FA for Subcontractors and Specialist Contractors having being approved, to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contracts exceeding £50,000 in value, as per below:-

**Lot 1:**

The contract for Landscaping Including the Provision of Resin Paths to Complete Paving Requirement (Scotland), Renton, it being noted: (i) that the contract shall be for a period of two years at a budget of £1,550,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £3,100,000 ex VAT; and (ii) that the estimated commencement date of the contract was 10 August 2022.

**Lot 2:**

The contract for Flooring to Kirkton Flooring Ltd, Livingston, it being noted: (i) that the contract shall be for a period of two years at a budget of £165,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £330,000 ex VAT; and (ii) that the estimated commencement date of the contract was 10 August 2022.

**Lot 3:**

The contract for Metal Fabrications to City Gate Construction (Scotland) Ltd, Paisley, it being noted (i) that the contract shall be for a period of two years at a budget of £97,500 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £195,000 ex VAT, and (ii) that the estimated commencement date of the contract was 10 August 2022.

**Lot 4:**

The contract for Scaffolding to Clyde Scaffolding Ltd, Kilsyth, Glasgow it being noted: (i) that the contract shall be for a period of two years at a budget of £1,150,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £2,300,000 ex VAT; and (ii) that the estimated commencement date of the contract was 10 August 2022.

**Lot 8:**

The contract for Plumbing to John Doherty, Old Kilpatrick, it being noted: (i) that the contract shall be for a period of two years at a budget of £150,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £300,000 ex VAT; and (ii) that the estimated commencement date of the contract was 10 August 2022.

**Lot 9:**

That the work orders for the Small Jobs will be awarded to the relevant contractor who has the capacity to carry out the scope of works the service area requires (detailed in Appendix 5f to the report), it being noted: (i) that the work orders for the Small Jobs shall be for a period of two years at a budget of £650,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £1,300,000 ex VAT; and (ii) that the estimated commencement date of the Small Jobs contract was 10 August 2022.

### **Lot 10:**

The contract for Asbestos Removal to Enviraz (Scotland) Ltd, Hillington, it being noted: (i) that the contract shall be for a period of two years at a budget of £384,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £768,000 ex VAT; and (ii) that the estimated commencement date of the contract was 10 August 2022.

### **Lot 11:**

The contract for External Building Fabric Upgrade Works to Ailsa Building Contractors Ltd, Coatbridge, it being noted: (i) that the contract shall be for a period of two years at a budget of £6,000,000 ex VAT with the option to extend the period by another two one-year periods with the four year budget being £12,000,000 ex VAT; and (ii) that the estimated commencement date of the contract is 10 August 2022; and

- (7) to note that any intended further call off contracts exceeding £50,000 in value utilising the FA for Subcontractors and Specialist Contractors would be submitted to a future meeting of the Tendering Committee to seek approval to award.

### **DELEGATED AUTHORITY TO APPROVE CONTRACT AWARDS DURING SUMMER RECESS – PROVISION OF INSURANCE SERVICES (INCLUDING CLAIMS HANDLING) FOR WEST DUNBARTONSHIRE COUNCIL AND WEST DUNBARTONSHIRE LEISURE TRUST**

A report was submitted by the Chief Officer – Supply, Distribution and Property advising of proposals to approve the award of the contracts for the Provision of Insurance Services (including Claims Handling) for West Dunbartonshire Council and West Dunbartonshire Leisure Trust as detailed during the summer recess.

After discussion and having heard Mr Cameron, Business Partner – Strategic Procurement, in further explanation of the report, the Committee agreed:-

- (1) to grant delegated authority to the Chief Officer – Resources, in consultation with the Convener of the Tendering Committee, to approve the award of the contracts detailed in Appendix 1 to these Minutes during the summer recess;
- (2) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council and the Leisure Trust, the award of the contracts detailed in the Appendix 1 to these Minutes; and
- (3) to note that a report detailing the outcome of the contract awards would be submitted, for noting, to the next appropriate meeting of the Tendering Committee, in accordance with Standing Order 35(b) iv.

The meeting closed at 10.10 a.m.

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### Appendix 1: Delegated Authority to Approve Insurance Contract Awards during Summer Recess

Service	Contract Title / Lot	Estimated Contract Value (Pre Extension)	Estimated Contract Value (Including Extension)	Contract Period (Pre Extension)	Contract Period (Including Extension)
Resources – Insurance Services	Lot 1: Property Damage & Business Interruption, including Money and Special All Risks Property Insured	£2,047,369.86	£3,412,283.10	3	5
Resources – Insurance Services	Lot 2: Casualty, including Employer's Liability, Public & Products Liability, Officials' Indemnity, Libel & Slander	£928,314.24	£1,547,190.40	3	5
Resources – Insurance Services	Lot 3: Motor Fleet	£795,896.64	£1,326,494.40	3	5
Resources – Insurance Services	Lot 4: Contractor's All Risks/Own Plant/Hired-in-Plant	£115,559.52	£192,599.20	3	5
Resources – Insurance Services	Lot 5: Computer	£36,811.05	£61,351.75	3	5
Resources – Insurance Services	Lot 6: Fidelity Guarantee	£57,301.44	£95,502.40	3	5
Resources – Insurance Services	Lot 7: Group Personal Accident/Travel – Corporate and Off Site Visits	£45,350.37	£75,583.95	3	5
Resources – Insurance Services	Lot 8: Engineering Inspection and Insurance	£129,449.37	£215,748.95	3	5

Resources – Insurance Services	Lot 9: Fine Art including Exhibitions	£7,326.30	£12,210.50	3	5
Resources – Insurance Services	Lot 10: Medical Malpractice	£32,696.16	£54,493.60	3	5
West Dunbartonshire Leisure Trust	Lot 11: Combined Insurance, including Property Damage & Business Interruption, Computer, Money, Employer's Liability, Public & Products Liability, Libel & Slander, Management Liability, Motor, Fidelity Guarantee, Group Personal Accident/Travel	£261,837.54	£436,395.90	3	5
Resources – Insurance Services	Lot 12: Package Lot: Property Damage & Business Interruption, including Money and Special 'All Risks' Property Insured (Lot 1), Casualty, including Employer's Liability, Public & Products Liability, Officials' Indemnity, Libel & Slander (Lot 2) and Motor Fleet (Lot 3) (Lots 1, 2 and 3)	£3,771,580.74	£6,285,967.90	3	5
Resources – Insurance Services	Lot 13: Package Lot: Casualty, including Employer's Liability, Public & Products Liability, Officials' Indemnity, Libel & Slander (Lot 2) and Motor Fleet (Lot 3) (Lots 2 and 3)	£1,724,210.88	£2,873,684.80	3	5
	Total estimate for lots 1 to 11 (excluding package lots)	£4,457,912.49	£7,429,854.15		



**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 03 August 2022**

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**Subject: Contract Authorisation Report – Measured Term Contract for Lift Equipment****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Manager of Legal Services, Regulatory and Regeneration to conclude the award of the Measured Term Contract for Lift Equipment.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Manager of Legal Services, Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the Measured Term Contract for Lift Equipment to Kone Plc.
  - b) Note that the contract shall be for a period of two years and at a value of £207,349.68 ex VAT, £248,819.62 in VAT with the option of a two x one year extensions with the four year budget of £650,000 ex VAT. The estimated commencement date of the contract is 1 February 2023.

**3. Background**

- 3.1** Building Services provides a quality 24 / 7 / 365 service to Council owned operational and non-operational properties and is responsible for repairs to common elements in mixed tenure blocks and local Registered Social Landlords. Building Services will continue to carry out as much of the repairs and maintenance work as possible using in-house resources. Where this is not possible sub-contractors and specialist contractors are utilised as appropriate. The sub-contractors and specialist contractors will allow Building Services to meet its service to customers.
- 3.2** The contract period is for four years. The budget was set and approved by Council at its meetings on March 2021 and March 2022. Elected Members approved the request to undertake procurement and tendering activities at the IRED committee meeting on 17 November 2021.
- 3.3** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy document was also approved on 25 February 2022.

#### **4. Main Issues**

- 4.1** The Corporate Procurement Unit (CPU) published a Prior Information Notice containing a market research questionnaire looking to understand the supply base to inform the Council's lotting structure, with a particular focus to engage with as many local small and medium-sized enterprises (SME) as possible. The Corporate Procurement Unit advertised the market research questionnaire on the Council's Social Media pages, informed the local Chamber of Commerce to highlight the opportunities locally; provided information about the Supplier Development Programme (SDP), which helps businesses that have little or no experience of tendering and are often too small to have dedicated bid / tender resources to contemplate bidding for public sector contracts.
- 4.2** The Corporate Procurement Unit utilised the Consortium Procurement's Stairlifts and Lifting Equipment Framework Agreement as it provided a number of suppliers who could deliver the service in line with the Council's requirements.
- 4.3** An initial contract notice was published on the Public Contracts Scotland advertising portal on the 25 March 2022 with a Tender closing date of 20 April 2022. Feedback from the market indicated that due to time constraints no bids were submitted within the tender time period. Consequently after discussions with the Service Area it was agreed to re-publish the tender and inform interested bidders of the opportunity. The Contract Notice was published on the 20 May 2022 with a closing date of 3 June 2022 with one bidder submitting a response by the tender deadline.
- 4.4** The tender submission was evaluated by representatives from Building Services, the Corporate Procurement Unit, Health & Safety Services and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. One tender submission passed the selection criteria.
- 4.5** One tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 40% / 60%. The scores relative to the award criteria are as follows:

	<b>Weighting</b>	<b>Bidder Name: Kone Plc</b>
<b>Quality (60%)</b>		
Quality	<b>27%</b>	20.3%
Specification	<b>15%</b>	13.8%
Cost	<b>7.5%</b>	7.5%
Business Continuity	<b>4.5%</b>	3.4%
Social Benefits	<b>3%</b>	1.5%
Sustainability	<b>1.5%</b>	1.5%
Fairwork First	<b>1.5%</b>	1.5%
<b>Quality Sub-Total %:</b>	<b>(60%)</b>	<b>49.5%</b>
<b>Price (40%)</b>		
<b>Price Sub Total £</b>	<b>-</b>	<b>£207,349.68</b>
<b>Price Sub Total %</b>	<b>(40%)</b>	<b>40%</b>
<b>Total Score</b>	<b>100%</b>	<b>89.5%</b>

- 4.6** It is recommended that the contract is awarded to Kone Plc, of Cherstey, Surrey. The contract shall be for a period of two years and at a value of £207,349.68 ex VAT, £248,819.62 in VAT with the option of two x one year extensions with a budget value of £650,000 ex VAT over four years.

**4.7** Kone Plc has committed to paying all staff as a minimum the real Living Wage (£9.90 per hour) and promotes Fair Working Practices across their organisation. Further, Kone Plc has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Recruitment of 1 member of staff from within the West Dunbartonshire geographical area;
- Deliver quarterly workshops, covering career skills, mock interviews etc., within a school or community learning environment.

The social benefits will be discussed at the implementation meeting with Kone Plc and actions to take these forward will be agreed.

## **5. Financial and Procurement Implications**

**5.1** Financial costs will be met from the approved Housing Revenue and Capital accounts / Central Revenue and Capital accounts.

**5.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Building Services officers and the provisions of Contract Standing Orders, the Financial Regulations and Public Procurement Regulations.

## **6. Risk Analysis**

**6.1** Kone Plc has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

**6.2** Should the Tendering Committee decide not to proceed as recommended then this will delay the project and may have financial implications and reputational ramifications.

## **7. Equalities Impact Assessment (EIA)**

**7.1** An equalities impact screening was undertaken and identified that an Equalities Impact Assessment was not required.

## **8. Consultation**

**8.1** Building Services, Finance Services and Legal Services have been consulted on the contents of this report.

## **9. Strategic Assessment**

**12.1** The Measured Term Contract for Lifts will contribute to the delivery of the Council's strategic priorities:

- Efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:** July 2022

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**Person to Contact:** Daniel Cullen – Procurement Officer  
Corporate Procurement Unit, Council Offices,  
16 Church Street, Dumbarton  
Email: Daniel.Cullen@west-dunbarton.gov.uk

Alistair Norris – Capital Projects Manager  
Email: [Alistair.Norris@west-dunbarton.gov.uk](mailto:Alistair.Norris@west-dunbarton.gov.uk)

**Appendices:** N/A

**Background Papers:** Contract Strategy  
EIA Screening

**Wards Affected:** All



**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 3 August 2022**

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**Subject: Contract Authorisation Report – Provision of Server Maintenance Renewal****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Manager of Legal Services, Regulatory and Regeneration to conclude the award of the contract for Server Maintenance Renewal.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Manager of Legal Services, Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for Server Maintenance Renewal to Park Place Technologies Ltd; and
  - a) Note that the contract shall be for a maximum period of 12 months and at a value of £59,942.76 ex VAT and £71,931.31 incl VAT. The estimated commencement date of the contract is 4 September 2022.

**3. Background**

- 3.1** The Council has a requirement to procure Server Maintenance. The contract is required to provide cover for hardware infrastructure which is beyond the original warranty period. The contract will have the inbuilt facility and flexibility to allow hardware items to be added and to be deleted during the annual period with change debits (warranty additions) to be invoiced and change credits (warranty deletions) to be applied pro-rata. The current contract is with Park Place Technologies Ltd.
- 3.2** The budget for Server Maintenance Renewal was approved at the Corporate Service Committee on 23 February 2022. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy was also approved on 4 July 2022.
- 4. Main Issues**
- 4.1** The Scottish Government framework agreement for Server and Infrastructure Maintenance 2019-2021 with a further 12 month extension option was identified as providing best value. As there is one provider on this framework agreement, a direct award procedure was the only available route.

- 4.2** It is recommended that the contract is awarded to Park Place Technologies Ltd Clydesdale House, 300 Springhill Pkwy, Baillieston, Glasgow G69 6GA United Kingdom. The contract shall be for a period of 12 months at a value of £59,942.76 ex VAT. The value of the contract is above the value approved by the Corporate Services Committee and the extra funding will be provided from within the Computer Software budget. This is due to increased global costs however still in line with the framework agreement and the addition of 14 servers to the maintenance programme in this financial year.
- 4.3** Park Place Technologies Ltd has committed to paying all staff as a minimum the real Living Wage (£9.90 per hour) and promotes Fair Working Practices across their organisation. Further, Park Place Technologies Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Donation of goods to local food-share scheme.

The social benefits will be discussed at the implementation meeting with Park Place Technologies Ltd and actions to take these forward will be agreed.

## **5. People Implications**

- 5.1** There are no people implications.

## **6. Financial and Procurement Implications**

- 6.1** Financial costs in respect of this contract will be met from the approved revenue budgets of ICT Services.

## **7. Risk Analysis**

- 7.1** Failure to implement a Server Maintenance renewal will leave the Council staff with no access to vital maintenance.
- 7.2** Park Place Technologies Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** An equalities impact assessment screening was undertaken by the ICT Services which determined a full equalities impact assessment was not required.

## **9. Consultation**

- 9.1** Consultation has taken place with ICT Services, Finance Services and Legal Services.



## **10. Strategic Assessment**

**10.1** At its meeting on 25 October 2017, the Council agreed that its five main strategic priorities for 2017 - 2022 are as follows:

- Open, accountable and accessible local government; and
- Efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:**

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**Appendices:** None

**Background Papers:** The Contract Strategy  
EIA Screening

**Wards Affected:** None